

**CITY OF SAN MATEO**  
**RESOLUTION NO. \_\_\_\_ (2025)**

**APPROPRIATING FUNDS FOR TASKS AND SUPPORT RELATED TO A CITYWIDE HISTORIC POLICY UPDATE**

WHEREAS, on June 17, 2024, the City Council directed staff to prioritize an update of the City's historic policies and procedures, including an update of the City's Historic Preservation Ordinance and preparation of a Citywide Historic Context Statement; and

WHEREAS, in August 2024, a Request for Proposals (RFP) for historic policy support services from qualified historic professionals was issued; and

WHEREAS, in October 2024, following a review of proposals and follow-up interviews, staff identified the proposal from Rincon Consultants, Inc. as being the best suited to support the City's historic policy update effort; and

WHEREAS, the proposal from Rincon Consultants, Inc. for historic policy support services, including community outreach and engagement, is for an amount of **[Option 1: \$285,843]** or **[Option 2: \$343,000]**; and

WHEREAS, a 15% contingency, in the amount of **[Option 1: \$42,900]** or **[Option 2: \$51,450]**, is included in the event that additional services are required during the course of the project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. This fund appropriation is not a project of CEQA because it is an organizational or administrative activity that will not impact the environment (CEQA Guidelines Section 15378(b)(5)).
2. The appropriation of **[Option 1: \$328,743]** or **[Option 2: \$394,450]** from the Advance Planning Fund (Fund 225) to the Historic Policy Update project is approved.